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GENERAL SERVICES ADMINISTRATION

WASHINGTON, D.C. 20405

GSA BULLETIN FPMR NO. B-
ARCHIVES AND RECORDS

TO : Heads of Federal Agencies

SUBJECT : Records Cleanout Campaign in Washington, D.C. Metropolitan Area

1. Purpose. This bulletin announces a records cleanout campaign for Federal activities in the Washington standard metropolitan area, to reduce expenditures for agency equipment and space used for records.

2. Background. From October 1966 to October 1967 departments and agencies conducted nation-wide records cleanout campaigns, in accordance with the President's memorandum of September 22, 1966. Through continuance of the file cabinet inspections, and in other ways, the President has asked that continued efforts be made to reduce expenditures associated with the storage of records.

The Washington National Records Center at Suitland, Maryland, formerly the Federal Records Center, Alexandria, is now in operation. It provides ample facilities for the storage of records of departments and agencies in the Washington, D.C. area which are not needed in agency space and equipment. The Center provides reference service on the records in its custody, and it disposes of them in accordance with established schedules with the approval of the creating department or agency.

Attachment

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3. Applicability. The provisions of this bulletin are applicable to components of departments and agencies of the executive branch located in the following areas:

Washington, D.C.

In Maryland: Montgomery and Prince Georges Counties

In Virginia: Alexandria, Fairfax and Falls Church Cities

Arlington, Fairfax, London, and Prince William Counties

4. Records clearout campaign. Departments and agencies are requested to schedule and conduct a records clearout campaign during a specified time within the period of September 1968 to May 1969. The emphasis in these campaigns will be upon the transfer of records to the Washington National Records Center, and records eligible for disposal under records control schedules and general records schedules will be destroyed immediately during the campaigns.

In general, records eligible for transfer to the Center are those which are referred to not more than once a month per file drawer. However, this is not an inflexible standard, and file custodians should use their best judgment as when records be transfer. The continued retention in agency space of any body of records more than two years old should be questioned.

A major goal of the clearout is the reduction of the volume of records per employee. This is an index to the effectiveness of records disposition programs. The present average of records in office space per employee is just under five cubic feet. As most agencies feel figure should be lower.

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5. Agency responsibility. Each Federal Department and agency is requested to schedule and conduct a records cleanout campaign between September 2, 1968, and May 31, 1969. Schedules for individual departments and agency programs should be worked out with Mr. Herbert E. Angel, Assistant Archivist for Federal Records Centers, National Archives and Records Service, GSA (code 13, extension 35183), as soon as practicable.

6. Procedures. Attached is a guide for the assistance of departments and agencies in planning and operating their campaigns. Further assistance is available from the Washington National Records Center.

7. Reports. Accomplishments under this project will be reported to the Assistant Archivist for Federal Records Centers, National Archives and Records Service, GSA, within 30 days after the close of each agency campaign.

8. Expiration date. This bulletin expires June 1, 1969.

LAWSON B. KNOTT, JR.
Administrator of General Services

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